

# UIC POLICIES AND PROCEDURES

NUMBER  
319

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 2
SUBJECT Work Schedules for Support Staff	EFFECTIVE 04/01/1997	REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To clarify guidelines regarding support staff work schedules and to establish supervisory responsibility for temporary and permanent modification of support staff work schedules.

## SOURCES AND BACKGROUND

State University Civil Service System Statute and Rules  
University of Illinois Policy and Rules for Civil Service Staff  
Collective Bargaining Agreements

## APPLICABILITY

All unit supervisors and support staff

## POLICY

The Chancellor sets the daily starting and ending times for the Campus. All University support staff work on one of two regularly recurring 5-day-per-week schedules:

1. 8 hours/day and 40 hours/week
2. 7.5 hours/day and 37.5 hours/week

Any permanent deviation from an employee's assigned number of work hours requires the approval of the Vice Chancellor for Human Resources (VCHR). Permanent deviations will be considered only to meet special operational needs. Temporary deviations may be approved by department heads only to meet temporary special operational needs. Supervisors should give reasonable (usually two weeks) notice to employees if there are to be any changes in their work schedules. Exempt employees are expected to be present during the operational hours of their units and at other hours as required by the needs of those units.

## PROCEDURES

### RESPONSIBILITY

#### **Changing an employee's starting and ending time:**

1. Supervisor
2. Employee

### ACTION

Informs employee in writing of the new schedule with reasonable notice (usually two weeks) upon recognition of a special operational need for a schedule change.

Follows the new schedule from the date set forth by the supervisor.

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## RESPONSIBILITY

## ACTION

### **Requesting a permanent deviation from the regularly recurring 5-day-per-week work schedule:**

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| <ol style="list-style-type: none"> <li>1. Department/Unit Head</li> <li>2. Human Resources Compensation Officer</li> <li>3. Vice Chancellor for Human Resources</li> <li>4. Supervisor</li> <li>5. Employee</li> </ol> | <p>Prepares and sends a memorandum to the Human Resources Compensation Section requesting approval for a permanent deviation in an employee's work schedule to meet departmental operational needs.</p> <p>Analyzes merits of the request, as well as campus implications and, if acceptable, forwards request to Associate Vice President for Administration and Human Resources.</p> <p>Approves or disapproves the request and forwards response to the Human Resources Compensation Officer.</p> <p>Informs employee of the change and gives reasonable notice (usually two weeks) to the employee, if the change is approved.</p> <p>Follows the new schedule from the date set forth by the supervisor.</p> |
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